

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

1. Agency Address

FOR RECORDS MANAGEMENT L

	Attention: Schedding .						
FOR AGENCY USE		1, Agency Address		FOR RECORDS MANAGEMENT USE			
Application Date		State Law Department	Application Number	,,,,			
11/5/85		132 State Judicial Building	81-1	114-H			
Αp	plication Number	40 Capitol Square	Date Received	Date Completed			
		Atlanta, GA 30334	NOV 6 1985	SEP 5 1986			
2.	Person to Contact	Working Title	· т	elephone Number			
	Donna L. Strick	and Records Management Off	icer 6	56-3347			
3.	Action Requested						
		Schedule (record will continue to accumulate.					
		ccumulation; no further accumulation anticipated. No. 81-414-A Check One: Change;	inoreodo. 🗖 Veid				
4.	Dates of Series	5. Records Series Title (followed by title used in office					
	arliest Latest	, , , , , , , , , , , , , , , ,	,				
	1978 Current	Law Department Correspondence	e Files (Agency (Common Schedule)			
6.	Division and Office Function		<u> </u>				
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	, Mha C±	o Iaw Donartmont funciates las-	1 aawrii				
		ce Law Department furnishes lega epartments, Agencies, Boards, and					
		e, employees and members thereof		4 0110			
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7.	Record Series Description	This file contains the following documents (include for Attach samples of the file.	orm numbers and titles, if an	y):			
	Documents relating to:		to Donantments Ago	naina Pannda			
	Bureaus, and Comm	rnishing legal services to assigned Staissions, and to the officers, employees	s, and members there	of.			
			•				
	Included are: Correspo	ondence directed to clients invo	l <mark>ving various</mark> ro	outine legal			
	matters	, including representing clients in min	ior, short-term matt	ers that do not			
		major litigation; referring routine in					
		priate State agencies; serving as colled d out); reviewing contracts and bonds (
		g "small-scale" investigations; reviews					
		viding advice, not appropriate for issu		- .			
		ts; reviewing and preparing rules and i	<u> </u>	_			
	tion forw	arded by agencies taking actions that r	nay develop'into lit				
	does not.	Not included are files of the Real Pro	pperty Division.	•			
	the is unturinged. by acti	vity code (see attached listing); there	eunder by date compl	eted.			
Ω	Monthly Reference Rate	How often are records referred to which are:	<u></u>				
0.	the state of the s	Seven to twelve months old; Thi	rteen to twenty-four months	old 8 ·			
_			teen to twenty-rout months	VIU			
<u>ا</u>	twenty-five months and old Annual Rate of Accumulati						
. J	Letter-size drawers		; Other (specify)20	hover un			
	Letter-size drawers	, Legal-size urawers, Sherves	, Other (specify)2.U	- MAXAD. AT.			
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Agency H Recomme	e instructions apply to ead/Designee (Signat and ations in parameter approved.	all prior and furure) State Audit Secretary of	s area l yea	Records	eries. Management Officer (Signature) State Records Committee (Signature)	Date 1/-5-P5		
Agency H Recomme graph 12 : (If disapp	e instructions apply to ead/Designee (Signat and ations in parameter approved.	all prior and fu	ture accumulation Date tor/Designee	Records	eries. Management Officer (Signature) State Records Committee (Signature)	Date //-5-P5 Date		
These Agency H	e instructions apply to ead/Designee (Signat	all prior and fu	ture accumulation	Records	eries. Management Officer (Signature)	Date //-5-P5 Date		
These Agency H	ear; hold in curyears; then de ead/Designee (Signat	estroy.	s area 1 yea	Records	eries. Management Officer (Signature)	Date 1/-5-P5		
y 9 These	ear; hold in cu years; then de	estroy.	s area 1 yea	ons of the s	transfer to State Recor	rds Center; hold		
y 9 These	ear; hold in cu years; then de	estroy.	s area 1 yea	ons of the s	transfer to State Recor	rds Center; hold		
y 9	ear; hold in cu years; then de	estroy.	s area l yea	ir; then	transfer to State Recor			
y 9	ear; hold in cu years; then de	estroy.	s area l yea	ir; then	transfer to State Recor			
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	ansfer to State Archiv	es for permanen	nt retention.					
	ansfer to State Record	ds Center; ho ld ₋	year	r(s); then				
☐ T r	old in the current files ansfer to local holding	g area; hold	year(s);	; then	i (5); then			
·	ald in the accurant file-							
12. Appro	oved Disposition Instru				he file series be cut off at the end o			
	•	• .				:		
Ot	ffice referen	ce requir	rements			:-		
	h copy or excert of la	•		nistrative n	eed.			
c. Fe	deral law	<u> </u>	years.	1.	Federal retention instructions	years.		
b. Sta	atute of limitation	<u>-</u>	years.	e.	Administrative need	5years.		
a C+:	ate Law		years.	ч	. Audit period _	years.		
11. Reten	· - •		a computer print following require		s to be kept:			
<u>x</u> _	i. Is this series (or				d?			
	h. Is there a duplic	cation of this ser	ries in your office	e, or in ano	ther office or agency?			
x	If yes, attach co				d/or recorded in a summarized repo	ort?		
	f_ Is the informati	on contained in	this series ever p		If yes, attach copy.			
x	e. When one or tw documents be so		,	necessary t	o keep the entire file for a long peri	iod, could these		
<u>x</u> <u>x</u>	d. Does this series have historical or long term research value?							
x	d. Does this series				-21 & 24-9-24	1		
x	Attorney-C c. Is this a vital red d. Does this series	Client Pri cord?						
x x x	b. Does the series Attorney-C c. Is this a vital red d. Does this series	contain confider Client Pri cord?	ntial information	requiring s	agency, etc. security handling? If yes, cite law	or regulation		



AR-50-71; Rev. 76

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Attention: Scheduling S	Section.	<u> </u>
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	State Law Dept Criminal Div.	Application Number
3/21/83	132 State Judicial Bldg.	81-414-A
Application Number	40 Capitol Square	Date Received Date Completed
	Atlanta, GA 30334	APR 2 1 1983 JUN 7 1983
2. Person to Contact	Working Title	Telephone Number
William B. Hi	ll, Jr., Assistant Attorney General	656-3359
	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated. No. $81-414$ Check One: \Box Change; \Box Superceduces.	de; □ Void
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	
1978 Current	Criminal Division Correspondence	Files
6. Division and Office Function		
Supreme Court of District Courts capital felonic inmates of State Included are constudies, report	evision represents the State in appears of Georgia, 11th Circuit Court of Appears, United States Supreme Court of court and defends habeas corpus actions be penal institutions. Orrespondence, memos, extradition pass, investigations. Files are arranged who is subject of correspondence	opeals, Federal onvictions of s brought by apers, mandamus, aged alphabetically
	· · · · · · · · · · · · · · · · · · ·	
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if any):
Documents relating to:	•	
Included are:		
	, memos, extradition papers, mandamots, investigations.	ıs,
•		·
• 1		
File is arranged: Alphab	petically by name of person who is s	subject of correspondence.
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old $\frac{20}{2}$	Seven to twelve months old 10; Thirteen t	o twenty-four months old8;
twenty-five months and olde		
Q Annual Pate of Accumulation	on of Records	į
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify) 18 boxes yr
1		

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YES NO	10. Questionnaire	(Place an "X"	in the proper col				
х	a. Is this the office	cial copy of the se	eries? the approx	oriate cour	t.		,
x	b. Does the series	s contain confiden	ntial information	requiring security h	andling? If yes, cite law 24-9-24		<i>5</i>
×	c. Is this a vital re	ecord?		<u> </u>			
X	d. Does this serie				e entire file for a long pe	riad sould those	
X		scheduled separat	,	ecessary to keep th	e entire the for a long pe	nod, could triese	
x	T			iblished? If yes, at	tach copy.		
X	If yes, attach o	copy.			rded in a summarized rep	ort?	
x	h. Is there a dupl If yes, where?		ies in your office,	, or in another offic	e or agency?		
x	I .						
X 11 Reten	j. Does the recor		•	s the series to be ke		 	
	,,ion tradanamanta	1					
	ate Law		•	d. Audit p		year	
	atute of limitation deral law	*	•		trative need retentions	10year	
C. Fe	Cuerar law		years.	i, reuciai	reterrition instructions	year	13.
Attac	h copy or excert of I	aws or regulations	s. Explain admin	istrative need.		;	
∩£ É	ice reference	requirements					
011	ice reference	requirements	•	ı	,		
					•		
□ Tr	ansfer to local holding ansfer to State Reco	ng area; hold rds Center: hold _	year(s); year	then (s); then		•	
	estroy.			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	· ·		
	ransfer to State Archi	ives for permanen	t retention.				·
υО	ther <i>(Specify)</i>				,		
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Thes	e instructions apply t	o all prior and fut	ture accumulation	ns of the series.			
These	e instructions apply t	o all prior and fut	ture accumulation	ns of the series.			
			ture accumulation	, , , , , , , , , , , , , , , , , , ,	ent Officer (Signature)	Dat	te
	e instructions apply t ead/Designee (Signa	ature)		, , , , , , , , , , , , , , , , , , ,	ent Officer (Signature)	Dat 3-2/-	
		ature)	Date	Records Managem	- Striebles	al 3-21-	.43
Agency H	ead/Designee (Signa	ature)	Date	Records Managem	ent Officer (Signature) Strike	17-21- (re) Dat	. #3
Agency H	ead/Designee (Signal) endations in para- are approved.	ature)	Date	Records Managem	- Striebles	al 3-21-	. #3
Agency H Recomme graph 12 a	ead/Designee (Signal) endations in para- are approved. roved, attach letter	State Audit	Date 3- みょーや3	Records Managem	- Striebles	17-21- (re) Dat	. #3
Agency H	ead/Designee (Signal) endations in para- are approved. roved, attach letter	State Audit	Date 3- みらーや3 cor/Designee	Records Managem State Records Columns	- Striebles	3-21- 1re) Dat 6-6- 6/2/4	. *3 te * 3



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FOR AGENCY USE	1. Agency Address			MANAGEMENT USE
Application Date	State Law Dept.		Application Number	111
May 26, 1981	132 State Judici		01-1	414
Application Number	40 Capitol Squar	•	Date Received	Date Completed NOV 1 0 1981
81-1	Atlanta, GA 30	1334	SEP 2 4 1981	1 404 1 0 1981
2. Person to Contact		Working Title		Telephone Number
Cheryl J.	Mitchell	Division Head Sec	retary	656-3354
	cumulation; no further accur	nulation anticipated.		·
c. Amend Application A. Dates of Series		k One: Change; Superce lowed by title used in office; if d		= 1 =
Earliest Latest		•		7.0
1978 current		IAL DIVISION CORRES	PONDENCE FILI	ES
6. Division and Office Function		of the Division and the Office in	which this record ser	ries is created?
having official respo of Offender Rehabilit Investigation, Commis	onsibilities in the c tation, the State Boa ssioner of Securities	number of State officer criminal justice area. ard of Pardons and Parc s, and the Department of ntation include the pre-	These include ples, Georgia B of Public Safet	the Department ureau of y. Major
the prisoner involved liability suits brown In this capacity, the historically signific cooperates with other	d is in the custody of the under 42 U.S.C. to Division has and co cant cases before the State and local of	of collateral attacks of a State-employed ward § 1983 against State crontinues to represent to e Supreme Court of the ficials having independant iminal justice system.	den, and the de riminal justice the State of Ge United States.	fense of civil officials. orgia in The Division
7. Record Series Description	This file contains the follo Attach samples of the file.	wing documents (include form n	umbers and titles, if a	iny):
Documents relating to: Co. not included in the	rrespondence with he case files.	other agencies and	d individuals	s which is
Included are: Letters studies, reports,	and memos relati	ng to investigation	ns, extradit	ions, mandamus
		•		, .
			•	
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. 1				
File is arranged: Alpha	abetical by name	of person who is s	ubject of co	rrespondence.
8. Monthly Reference Rate	How often are records			angan mang ng palamatan da kabupatan da kabupatan da kabupatan na kab
One to six months old twenty-five months and olde		onths old; Thirteen	to twenty-four month	ns old;
9. Annual Rate of Accumulation Letter-size drawers	on of Records ; Legal-size drawers	; Shelves	Other (specify) 18	boxes per yr.
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(Over)

YES	NO	10. Quest	tionnaire	(Place an ")	(" in the proper o	olumn)		The second secon	· · · · · · · · · · · · · · · · · · ·	
				ial copy of the	series?					
XX	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.									
X	<u> </u>	Atty-client privileged information c. Is this a vital record?								
X		d. Does this series have historical or long term research value?								
X										these
_	documents be scheduled separately?									
-	X X			•						
		If yes	attach co	py	in this series ever			· · · · · · · · · · · · · · · · · · ·	port?	
	Lx.	If yes	where?		eries in your offic					
 	X i. Is this series (or a major portion of it) regularly microfilmed? X i. Does the record series result in a computer printout?									
11.		tion Requir			e following requir					akay kay nakata da kamana da kamana kamana kamana da kamana da kamana da kamana da kamana da kamana da kamana da
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ı		te Law tute of limi	lanal nu		years.		Audit period Administrative r		<u> </u>	years. 7years.
1		deral law	itation		years.		Federal retentio			years.
1					,					
	Attach	copy or ex	cerpt of la	ws or regulation	ons. Explain admi	nistrative ne	d. Case fi	les are l	cept sev	en years.
I I	he d	corresp	ponden	ce files	contain do	ocument	s needed i	n conjunc	ction wi	th some
C	ase	files.	•	•	•	,			• 1	,
				•.				•		•
12.	Appro	ved Disposi	tion Instru	actions Th	is agency recomm	ends that th	e file series be cu	t off at the end	of each:	*
''					Calendar Year;		* *			then
1		•						-	-	
X					month(s)		(s); then	*	· ·	•
i					year(s)					
		inster to Sta stroy.	ate necord	is Center; noid	<u>four</u> year	ir(s); then			•	
I		•	ate Archiv	es for permane	ent retention.	~ • <u>•</u>		-	·.	
	□ Oti	her <i>(Specif</i>	y)			, 1	•	• •		
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Agen	icy He	ad/Designed	e (Signati	ure)	Date	Records N	lanagement Offic	er (Signature)	 	Date
	an	40		61)	9-12-81	Sen	~///			1-17-81
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Reco	mmer	idations in I	para- 1		·	<u></u>	ate Records Com	mittee (Signat	ure)	Date
		re approved		State Aud	itor/Designee	h				10-19-81
1	isappro plana	oved, attach tion.)	i letter	A	State/Designee	Ca	roll	Ita	4	10-19-81
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